

American College of Surgeons Program for Accreditation of Education Institutes
Level I – Comprehensive Education Institutes (CEI)
Standards and Criteria

Standards:

- Standard I - Learners
- Standard II – Curriculum
- Standard III - Technical Support and Resources

Criteria:

In order to be in compliance with the three Standards, the Education Institute will provide documentation as to how it meets each Standard and its corresponding Criterion.

Standard I - Learner

Criterion 1.1

Provides education to at least three different learner/participant groups in addition to surgeons:

For example:

- Physicians
- Residents
- Medical Students
- Allied Health Professionals
- Nurses
- Others

Criterion 1.2

Education Institutes must demonstrate the effectiveness of the curriculum based on the following types of mandatory activities:

- Curriculum Development
- Curriculum Validation
- Expansion of Practice
- Interdisciplinary Training
- Introduction of New Skills
- Long term Follow-up of the Learner
- Maintenance of Skills
- Training Multiple Specialties
- Research

Criterion 1.3

Education Institutes that provide the following types of optional activities must demonstrate the effectiveness of the curriculum:

- Collaboration with other Institutes
- Remediation of Practice
- Interdisciplinary Team Training

Standard II - Curriculum

Criterion 2.1

Uses a curriculum for on-going training/education that incorporates:

- Procedural Skills
- Cognitive Skills

Criterion 2.2

Uses the appropriate education model for the design and delivery of the training/education which demonstrates the following components:

- Assessment of Needs
- Development of Goals and Objectives
- Selection of Instructional Methods
- Creation of Instructional Materials
- Delivery of Effective Education
- Assessment of Learners
- Assessment of Education Programs
- Measurement of Program Effectiveness

Criterion 2.3

Education programs offered by the Education Institute are accredited by one of the following bodies: LCME, ACGME, ACCME; and for international Institutes, education programs should be accredited by organizations that have equivalence.

Criterion 2.4

Uses Faculty/Preceptors who are appropriately trained.

Standard III – Technological Support & Resources

Criterion 3.1

Space requirements for the Education Institute are met as described:

- Has no less than 1200 dedicated square feet (contiguous with a face to the public).
- Has no less than 4000 square feet of additional space that shall include conference rooms, equipment storage, lounge, restrooms, lockers, phone services, kitchenette, and an animate lab as needed.
- Has space to accommodate a minimum of 20 trainees at a time for hands-on training.
- Has capability to accommodate teleconferencing and teleproctoring as needed.
- Has space to accommodate skills simulators.
- Connection to Internet.
- Space to accommodate administrative support staff.

Criterion 3.2

Personnel requirements for the Education Institute are met as described:

Criterion - 3.2.1

Education Institute Director requirements:

- Must have a term of appointment not less than 3 years.
- Must have protected time of 25%.
- Must demonstrate dedication to teaching (by formal training or a teaching portfolio).
- Must meet following responsibilities:
 - Acquiring and maintenance of ACS accreditation.
 - Meeting accreditation requirements.
 - Materials contained within the application.
 - Corresponding between the Education Institute and ACS.
 - The Education Institute Director must be a member of the Education Institute's Steering Committee's Executive Committee.

Criterion 3.2.2

Director of the Surgical Program requirements:

- Must be a surgeon who is FACS or who has received an equivalent designation.
- Must have protected time of at least 10%.
- Utilizes faculty with appropriate expertise and experience for surgical courses.
- Appoints and documents credentials for faculty of surgical courses.

Criterion 3.2.3

Administrator Requirements:

- A minimum of 50% of the Administrator's time is devoted to managing the Education Institute.
- The administrator's duties shall include:
 - General accounting and budgetary functions.
 - Creation of an annual report and utilization data for the Education Institute.
 - Serving as a liaison to Industry.
 - Preparation and documentation of CME activities for courses and participants.
 - Ordering supplies.
 - Scheduling the use of the Education Institute.

Criterion 3.2.4

Coordinator Requirements:

- A minimum of 50% of the Coordinator's time is devoted to the Education Institute.
- The coordinator's duties shall include:
 - Acquisition of research data including, measurement of effectiveness, and outcomes as needed.
 - Conduct ongoing inventories of supplies, simulators, equipment, and to make recommendations to the Administrator or Director for the acquisition of new supplies.
 - Organize resources.
 - Produce a Policy and Procedures Manual and a 'Safety Manual'.
 - Set-up and take-down of skills stations as required.
- Has availability to appropriate technical support as defined by the Institute.

Criterion 3.3

Devices

Each Institute must possess the appropriate and necessary devices to effectively teach procedures in order to achieve the goals established in the Education Institute's curriculum. Not all devices listed are required to be a part of an Institution's inventory.

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| • Airway models | • Prostate models |
| • Anesthesia simulators | • Pelvic models |
| • Anatomical human body forms | • Simulators |
| • Bench models | • Standardized patients |
| • Breast models | • Ultrasound simulators |
| • Devices used to do open procedures | • Urology simulators |
| • Inguinal hernia models | • Virtual Reality simulators |
| • Hybrid mechanical & virtual trainers | • Virtual Reality (VR) laparoscopic trainers with or without haptics |
| • Lap Chole simulators | • Other VR trainers |
| • GI endoscopy simulators | • Vascular Anastomosis trainers |
| • Mirror trainers | • Ventral hernia models |
| • Operating microscopes | • Videotrainers |

Criterion 3.4

Financial Resources

Each Education Institute must provide:

- An annual budget that demonstrates it has the necessary financial resources to support the Institute.
- A letter of commitment that matches the submitted budget from the Chair of the Department of Surgery, or appropriate person responsible for the administration of the Education Institute.
- A letter of commitment from all additional sources of funding.

<p>Criterion 3.5 Educational Resources Each Education Institute will demonstrate the use of resources to support the educational offerings as described:</p> <ul style="list-style-type: none"> • Uses appropriate resources to instruct, teach, or train participants in procedural skills, cognitive skills and advanced skills that are curriculum driven. • Uses simulation when appropriate. • Uses multimedia and web-based resources to support cognitive components of the skills training (i.e., videos, internet, CD-Roms), and these resources are accessible to the learners. • Provides evidence of resources/tools used to demonstrate that the Education Institute is evaluating learners, content curriculum, the overall program, and faculty; and what improvements have been made in each of the elements described.
<p>Criterion 3.6 Provides the Education Institute's Mission Statement.</p>
<p>Criterion 3.7 Identifies activities offered at the Education Institute.</p>
<p>Criterion 3.8 Provides an organizational chart of the governance structure of the Education Institute.</p>
<p>Criterion 3.9 Establishes a Steering Committee or Advisory Board to assist the Institute's administrative staff to make decisions about the faculty, facility, educational offerings and device acquisition.</p>
<p>Criterion 3.10 Reports substantial changes to the actual physical structure (including space), administrative structure or financial status of the Education Institute to ACS in a timely fashion.</p>